

**UNITED STATES BANKRUPTCY COURT**  
**For the District of Alaska**  
**CREDITOR CERTIFICATION FOR CM / ECF**



**COMPANY REPRESENTATIVE:** \_\_\_\_\_

**REPRESENTATIVE'S TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **FACSIMILE NO:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**COMPANY'S FEDERAL TAX I.D. NUMBER:** \_\_\_\_\_

The above named representative certifies under penalty of perjury that he/she is properly authorized to submit this Creditor Certification form on behalf of the company named above. By submitting this form, the above named representative, on behalf of himself/herself and on behalf of the company, agrees to abide by the local rules regulating bankruptcy filing in this District, and further agrees as follows:

1. The company and I will adhere to the Court's procedures for the Electronic Case Filing System.
2. The company will submit all pleadings, papers and orders to the Court electronically via the Electronic Case Filing System, unless a system failure temporarily requires a paper document to be submitted to the court in lieu of electronic filing.
3. The company will be assigned one (1) login name by the Court, which will belong exclusively to the company. It is the company's responsibility to protect the confidentiality of that login name and its password. It is the exclusive responsibility of the company to select appropriate members of its staff or personnel to use the Electronic Case Filing System on its behalf. The company will not permit its login and password to be used by anyone other than designated members of its staff and personnel, nor will the login and password be used on behalf of any person or entity other than the company.
4. If the company believes that its login name or password has been compromised, it must change its password and notify the Court of the change immediately. The company must also promptly inform the Court if it changes its business address, telephone number or e-mail address. A change of company name is considered the creation of a new company, and the new company must submit a separate creditor certification on its own behalf.
5. The use of the company's login and password to electronically file any document via the Electronic Case Filing System will constitute the company's signature upon that document for purposes of Fed. R. Bankr. P. 9011.
6. The company will be responsible for all documents electronically submitted by it and liable for any loss due to errors, omissions, damages, or misuse of the Electronic Case Filing System by the company, including losses caused by its staff or personnel.
7. Once the company becomes a participant in the Electronic Case Filing System, it will accept electronic service of pleadings, orders, and other papers, in lieu of conventional service, from the Court and from other qualified CM / ECF users in this District.

8. The company designates the following individual(s) who will serve as the primary person(s) for court personnel to contact regarding ECF questions or concerns:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Phone Line: ( ) \_\_\_\_\_ Individual E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Phone Line: ( ) \_\_\_\_\_ Individual E-Mail Address: \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Company Representative's Signature)

Title: \_\_\_\_\_

On behalf of: \_\_\_\_\_

**FOR COURT USE ONLY:**

DATED: \_\_\_\_\_

Certified by: \_\_\_\_\_  
(Court Trainer Signature)

Date Trained	
Homework Reviewed	Date: by:
Login/Password Assigned	Login: Password:

**Please mail completed and signed certification to:**

**United States Bankruptcy Court  
Attn: Donna or Janet  
605 W. 4<sup>th</sup> Ave. #138  
Anchorage, Ak 99501-2296.**